

# MUNI

## APPROVAL AND EVALUATION OF INDIVIDUAL STUDY PLANS FOR DOCTORAL STUDIES: APPLICATION IN THE STUDY SECTION OF THE IS MU INFORMATION FOR STUDENTS

Centre for Doctoral Studies and Academic Affairs RO RMU  
January 2025

# PROCEDURE OF PREPARATION, APPROVAL AND EVALUATION OF INDIVIDUAL STUDY PLANS



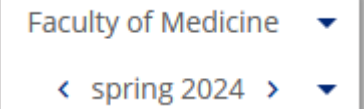
Path:

IS MU ➤ Personal Administration ➤ Student ➤  
End of term ➤ Individual Study Plan



IS MU settings (upper right corner):

Correctly chosen faculty  
Correctly selected term



Fill in  
**at the beginning  
of your studies**

Prepare regularly  
**each term**

You can browse  
**continuously**

## Individual Study Plan

- "Agreement" between the PhD candidate, their supervisor and the doctoral board of the relevant doctoral programme
- Specifies what the PhD candidate must accomplish in their studies and when
- It is changed only in the very exceptional case

Filling content in  
text fields by the  
**PhD candidate**

At the latest by the end of the 1<sup>st</sup>  
term of the study (including the  
approval of the supervisor and then  
the doctoral board)

Left unlocked until the ISP is  
approved by the supervisor

Approval of the  
ISP by the  
**supervisor**

At the latest by the end of the 1<sup>st</sup>  
term of the study

Left unlocked for the supervisor  
until the ISP is approved by the  
doctoral board

Approval of the  
ISP by the  
**doctoral board**

At the latest by the end of the 1<sup>st</sup>  
term of the stud.

Unlocked for editing without  
limitations

## Term Evaluation

- Student's "report" on the fulfilment of the obligations arising from the approved ISP and any changes to that ISP
- The supervisor's and doctoral board's evaluation of the PhD candidate's performance and subsequent approval of progression to the upcoming term

Filling content in text  
fields by the **PhD  
candidate**

Throughout the term (for the  
autumn term until December  
20 and for the spring term until  
May 20)

Comments +  
(Dis)agreement with  
the progress to the  
upcoming term

At the end of the term (no later  
than December 31 for the  
autumn term evaluation and  
May 31 for the spring term  
evaluation)

Comments +  
(Dis)agreement with  
the continuation of  
studies

At the end of the term (no later  
than January 31 for the  
autumn term evaluation and  
August 31 for the spring term  
evaluation)

## Key Obligations

- Overview of the status of fulfilling the key obligations arising from the SER\* (for all actors of doctoral studies)
- Supporting tool for checking the status of fulfilment of key obligations arising from the SER and specifically set out in the approved ISP (for doctoral boards)

Click on the check-box after  
the check of performance of  
individual obligations (by the  
doctoral board)

Continuously, without  
limitations

Overview of the status of key  
obligations for all actors of  
doctoral studies

Continuously, without  
limitations

\* [MU Study and Examination Regulations](#)

# INDIVIDUAL STUDY PLAN

As a first-year student, you must enter your **individual study plan** into IS MU.

- In the individual sections you will describe the specific parameters for fulfilling your **key** study and research **obligations**, information on **consultation with your supervisor**, the **financing** of your studies and, where appropriate, **additional information** (on studying in collaboration with another institution, ethics or intellectual property).
- The ISP must **be approved** by your supervisor and the doctoral board of the programme in which you study **by the end of the first semester**.
- Any **changes in the course of the study** are only made in the **ISP in very exceptional cases** (e.g. a change in the dissertation project or topic, a major change in the funding of the PhD or a modification of the agreement for consultation with the supervisor) and the changes need to be approved again by the supervisor and the doctoral board. Any other less major deviations should be reflected in the **Term Evaluation** tab.

Click on "Edit the ISP" and fill in each ISP section.

For each section you will find a guide (the "?" icon) to help you fill it in. Your faculty or doctoral board can also give you more detailed completion requirements.

You can continuously save the entered data by clicking on the "Save" button. When you click the "Save and inform the supervisor" button, in addition to saving, an informational email is also sent to the supervisor who will approve the ISP.

Once the supervisor's approval has been given, you will no longer be able to edit the ISP within that semester. However, you will be able to make a change to the ISP in each subsequent semester if the situation requires it.

# INDIVIDUAL STUDY PLAN

## ECON MUNI SAMPLE

### Key research and study obligations of a PhD candidate

#### Doctoral thesis

Objectives, methods of completing the dissertation research project and related timeline proposition of the PhD candidate's dissertation's preparation:

*Example: The individual articles will be produced gradually during the study. The articles should be prepared in five phases: experimental design, experiment preparation, data collection, data analysis, and manuscript writing.  
The design of the first study should be ready by the end of the 2nd semester and data collection is expected in the 3rd semester. The manuscript of the article should be ready by the end of the 4th semester. The appearance of subsequent articles is planned similarly always with a one-year lag.*

#### Publication activities

An indicative publication plan for the completion and submission of the doctoral thesis. It may also be mentioned generally according to the requirements of the specific doctoral programme.

*Example: Doktorand se bude spoulautorsky podílet na článku s pracovním názvem „Strategic uncertainty attitudes: Evidence from manipulation a strategic uncertainty within the game“. Článek bude nabídnut k publikace do konce roku 2024. Během studia je realistické publikovat první studii dizertační práce.*

#### Conferences and academic forums

Indicative plan for presenting research results by attending conferences and/or academic forums.

*Example: The student is expected to present at annually organised conferences relevant to the experimental economics community (e.g., ESA meeting, SABE-IAREP, ASFEE). Furthermore, the student will present at other events, such as other institution's research seminars and the ECON MUNI PhD conference.*

#### Theoretical training

Recommended courses and other forms of theoretical training.

*Example: In addition to the compulsory courses, the student will gain knowledge in the field of experimental design, programming and statistical evaluation (experimetrics). Further theoretical preparation will be carried out at international summer schools (e.g. CIMEO or similar summer schools focused on experimental economics), by taking other potentially relevant courses offered at MUNI (Introduction to behavioural economics) and by participating in courses at nearby universities (e.g. experimental economics course at WU Vienna, University of Vienna).*

#### Internships and international cooperation

Fulfilling the international experience obligation (internship or participation in an international project) and other domestic or international internships and stays, including an indicative funding plan.

*Example: The internship of one semester is planned for the 5th to 7th semester. The internship will take place at a university with research in experimental economics (e.g. University of Trento, University of Bergen). The choice of location will be specific to the PhD student's research interest.*

*The student will regularly discuss his/her research with MUES research seminar participants during individual meetings.*

#### Pedagogical competencies

Gaining and development of pedagogical competencies, both through assisting in teaching or mentoring students and learning pedagogical skills.

*Example: The student will teach courses related to the topic of the dissertation (such as Microeconomics, Game Theory).*

#### Language competencies

A plan for the development of language competences according to the requirements of the doctoral programme.

*Example: The student proves language competence through the successful completion of the compulsory courses taught in English or by receiving credit for writing a foreign-language publication for a journal and credit for presenting a foreign-language lecture at a qualified professional forum.*

#### Transferable skills and career development

Identification of transferable & soft skills in which the PhD candidate will develop with regard to his/her future career plan as a PhD graduate.

*Example: The student aims to enter the academic job market, so he will focus primarily on research skills. In addition, the student should be able to write a research project proposal (internal grant system) and present his/her research both in writing (academic writing course, writing own articles) and orally (active presentation at conferences and research seminars).*

#### Other obligations

Other obligations arising from the requirements of the doctoral program.

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## Consultations PhD candidate - Supervisor

### Consultations PhD candidate – Supervisor

The form and frequency of communication and regular consultation between the supervisor and the PhD candidate, including ways of providing constructive feedback.

*Example: The student and supervisor will meet at least once in two weeks (online or in person). At certain stages of the research, it is expected that consultations will be more frequent. During the summer months, consultations take place on an as-needed basis.*

## Additional study information

### Intellectual property and research ethics (\* optional section)

Rights and obligations with regard to the creation and use of intellectual property and ethical aspects of research.

*Example: The student will respect MUNI standards and rules regarding research ethics and intellectual property rights.*

*The student is obliged to indicate the affiliation to the Faculty of Economics and Administration of Masaryk University on all publications he/she works on during his/her doctoral studies, regardless of whether they are published during or after the completion of the studies.*

### Specific rules for a PhD candidate's supervision (\* optional section)

E.g. cotutelle, collaborative PhD, industrial doctorate, etc., including information on the data to be included in the diploma or in the diploma supplement.

*Example: The study takes place as a cotutelle in collaboration with KU Leuven. The student will spend 2 semesters during his/her studies at KU Leuven under the supervision of Prof. Frank Verboven. During these two semesters, he/she will take courses from the KU Leuven doctoral curriculum.*

## Fundings

### Personal income of the PhD candidate

Consideration of the possibilities of funding of the doctoral study ( i.e. scholarship yes/no; full-time or part/time employment yes/no, to what extent and for how long; possible other sources such as a grant from the training institute or a foreign scholarship or own grant and for how long, etc.). No specific amounts should be indicated. In case of major changes in funding (e.g., gain/loss of the scholarship, employment, foreign grant, etc.), such changes must be recorded here (and such a modification to ISP has to be re-approved by the supervisor and the doctoral board).

*Example: A scholarship will fund the student according to the faculty's scholarship program. In case of obtaining the INTERFER project (OP JAK), the student is expected to participate in this project with 0.3-0.5 FTE. If this project is not funded, other similar grant sources will be sought (GAČR). The scholarship will be altered according to ECON MUNI rules.*

### Plan for covering the costs related to the PhD candidate's research

Direct costs associated with research, costs of foreign internships or stays, participation in international conferences, payment of publication fees (APC), etc. Financial planning at the beginning of the study, including indicative amounts and information from which sources it will be possible to cover these costs (faculty/foreign scholarship programs, grants, department budget, etc.).

*Example: The ECON MUNI internal grant system will cover the cost of the foreign internship and research. Conference participation and data collection may be partially funded from the ECON MUNI internal grant system the rest will be covered by the research project the student participates in.*

Each term you must complete your term evaluation **feedback**.

- ## Ph.D. Individual Study Plan and its evaluation

STUDENT / MY COURSES	START OF TERM	TEACHING	END OF TERM	DURING STUDIES	END OF STUDIES
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### Term evaluation

In each section, fill in the details concerning the chosen semester (what you will work on while preparing the doctoral thesis, how you continue with the publications / articles, what forums / conferences / lectures you plan to visit, or what kind of stays/internships you intend to do). As soon as you register courses for a given semester in the Student section in the Course Registration and Enrolment section, a list of the courses will also be displayed in the ISP section in the Courses Enrolled In section.

If you are inserting a longer text, you can separate individual paragraphs using <P>.

#### PhD candidate's feedback

Evaluation of the ending term ?

I conducted a search of literature and articles on formats and data structures and focused mainly on the IMS QTI format for testing agendas (in both versions) and on the comparison of convertibility and information value in comparison with the data format used in IS MU. I prepared an overview document of question data formats for test agendas.

Plan for the upcoming term ?

I will be preparing an article for a selected international journal. I plan to collect and study the different formats and data structures and make a detailed analysis. I am involved in the preparation of a new course for the SSME discipline and the preparation of a course text for the PV098 course. I plan to increase softskills and management skills, improve the level of English language in writing (including SEMINAR, BACHELOR, DIPLOMA, MASTER, PHD, etc.).

Back

Save

Save and inform the supervisor

Click on "Edit term evaluation" and fill in the evaluation sections one by one.

For each section you will find a guide (the "?" icon) to help you fill it in. Your faculty or doctoral board can also give you more detailed completion requirements.

You can continuously save the entered data by clicking on the "Save" button. When you click the "Save and inform the supervisor" button, in addition to saving, an informational email is also sent to the supervisor who will evaluate.

Once the supervisor's agreement has been recorded, you will no longer be able to edit the data for given term.



Ph.D. Individual Study Plan and its evaluation

STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | DURING STUDIES | END OF STUDIES

Mgr. Jitka Daňková, učo 173357

RESEARCH TOPIC: Elektronická podpora výuky jako součást univerzitního informačního systému  
SUPERVISOR: doc. PhDr. Jan Novák, Ph.D. (KPSK FI MU), personal ID number (učo) 001 0

Term evaluation | Individual study plan **Approved** | Key obligations 0/9

Evaluation of all terms

FF:Autumn 2023

Term content ISP

Evaluation of term content ISP

**Student's feedback** ⓘ  
I sent the first article to my supervisor. I did a collection and study of the different formats and data structures and a detailed analysis. I am involved in the preparation of a new course for the SSME discipline. I am preparing the second paper and I have participated in the implementation of the conference, its promotion and actively with my contribution. I am planning an internship in my 5th year of study.

Evaluation by the supervisor and the doctoral board

**Supervisor's agreement with progress to the upcoming term** ⓘ  
Yes  
2/3/2023 10:44, doc. PhDr. Jan Novák, Ph.D., personal ID number (učo) 001 0 (KPSK FI MU)

**Supervisor's evaluation** ⓘ  
In my opinion, the article as I received it is not of sufficient quality to be published by an international journal. I positively evaluate my participation in the national doctoral conference and my contribution to its organization, as well as the preparation of the new course. I explicitly advised the student not to postpone the internship. In the event that the student does not have an article accepted for publication by the end of the next semester, I will initiate a discussion with the supervisor and the chair of the departmental board about termination. more

**Doctoral board's agreement with continuing the studies** ⓘ  
Yes  
5/10/2020 10:52, prof. PhDr. Jana Krátká, CSc., personal ID number (učo) 002 02 (KPSK FI MU)

**Evaluation by the Doctoral Board** ⓘ  
For the proper course of study, the student is advised not to postpone the internship to the 5th semester, but to include it in the 4th semester at the request of the supervisor.  
5/10/2023 10:52, prof. PhDr. Jana Krátká, CSc., personal ID number (učo) 002 02 (KPSK FI MU)

Hide Show

Edit term evaluation for autumn 2024

Each semester your **supervisor** agrees with your **progress to the upcoming term**.

Each semester the **doctoral board** agrees with **continuing your studies**.

See the Term Evaluation tab for information on these agreements or disagreements, and possibly textual evaluations from your supervisor and the chair of the doctoral board as well.

Term evaluation | Individual study plan **Approved** | Key obligations 0/9

Evaluation of all terms

FF:Autumn 2023

Term content ISP

Evaluation of term content ISP

**Student's feedback** ⓘ  
I sent the first article to my supervisor. I did a collection and study of the different formats and data structures and a detailed analysis. I am involved in the preparation of a new course for the SSME discipline. I am preparing the second paper and I have participated in the implementation of the conference, its promotion and actively with my contribution. I am planning an internship in my 5th year of study.

Evaluation by the supervisor and the doctoral board

**Supervisor's agreement with progress to the upcoming term** ⓘ  
Yes  
2/3/2023 10:44, doc. PhDr. Jan Novák, Ph.D., personal ID number (učo) 001 0 (KPSK FI MU)

**Supervisor's evaluation** ⓘ  
In my opinion, the article as I received it is not of sufficient quality to be published by an international journal. I positively evaluate my participation in the national doctoral conference and my contribution to its organization, as well as the preparation of the new course. I explicitly advised the student not to postpone the internship. In the event that the student does not have an article accepted for publication by the end of the next semester, I will initiate a discussion with the supervisor and the chair of the departmental board about termination. more

**Doctoral board's agreement with continuing the studies** ⓘ  
Yes  
5/10/2020 10:52, prof. PhDr. Jana Krátká, CSc., personal ID number (učo) 002 02 (KPSK FI MU)

**Evaluation by the Doctoral Board** ⓘ  
For the proper course of study, the student is advised not to postpone the internship to the 5th semester, but to include it in the 4th semester at the request of the supervisor.  
5/10/2023 10:52, prof. PhDr. Jana Krátká, CSc., personal ID number (učo) 002 02 (KPSK FI MU)

Hide Show

Edit term evaluation for autumn 2024

If you have worked with the ISP application in a **previous version**, you will see all previously saved data in the new version of the application, you just cannot edit it anymore.

In the Term Evaluation tab, you will also find your original Term content ISP and Evaluation of term content ISP in the original sections, including your feedback and supervisor's and doctoral board's evaluation. These original sections are now read-only.

Please **continue** with

- filling in your feedback (evaluation of the ending term and the plan for the upcoming term) every term (for the autumn term by December 20 and for the spring term by May 20) according to the procedure described above for the new version of this agenda in IS MU,
- and you reflecting the regular evaluation of the supervisor and the doctoral board in your individual activities.

## KEY OBLIGATIONS

During your studies, you can check the current status of fulfilment of your **key** study and research **obligations**.

- This tab is completely new in the IS MU agenda. It clearly connects the ISP agenda in IS MU with other IS MU agendas. This means that the information displayed in this section is not entered via the ISP agenda, but within these other, linked agendas (e.g. related to the record of foreign trips, publication activities, record of courses, etc.), and in this section you can view the individual information in one place.
- This section is mainly used by the **doctoral boards**, which use it as a **support tool** to simplify the record of the course of study of individual PhD candidates. In the context of annual evaluations of PhD candidates, the doctoral board can record which key obligations (in relation to the specific requirements of the board) have already been fulfilled by the PhD candidate. The ticking of a particular key obligation is automatically reflected in the space on the far right of the web page, where the current status of fulfilment is displayed in the form of a "checklist".
- Neither you nor your supervisor can actively intervene in this part of the agenda (i.e. edit it). However, it can be an interesting tool for you to make your doctoral studies clearer.

The **checklist** is used to quickly check the status of key obligations defined by the ISP and specified by the requirements of the doctoral board.

If the doctoral board marks the selected key obligation as fulfilled, the information appears in two places - directly in the agenda section and in the checklist.

IS > Academic Records > Approval and Evaluation of Ph.D. Individual Study Plans

### Approval and Evaluation of Ph.D. Individual Study Plans

< Back to the main Supervisor page

Studies selected vysi=467017

**Mgr. Jitka Daňková** učo 173357  
Studies FI D-IN4 PST [sem 5, roč 3]

email, records

RESEARCH TOPIC: Electronic support of teaching as part of the university information system

SUPERVISOR: doc. PhDr. Jan Novák, Ph.D. (KPSK FI MU), personal ID number (učo) 001

EVALUATION PROVIDED: ISP (1), FF:Autumn 2020 (9), FF:Spring 2021 (10), FF:Autumn 2021 (10), FF:Spring 2022 (9), FF:Autumn 2022 (9), FF:Spring 2023 (9), FF:Autumn 2023 (10), FF:Spring 2024 (9), FF:Autumn 2024 (5)

Term evaluation: Individual study plan Approved Key obligations 0/9

Doctoral thesis

Publication activities

	M	N/L							
	R	NR	IF	Total	R	NR	IF	Total	Total
c) Article in a journal					1			1	1
q) Presentations at conferences					5			5	5

Situation as of: 8/10/2024 16:00  
Explanation notes: M - international, N/L - national/local, R - reviewed, NR - not reviewed, IF - the total impact factor value of the works at the time of the publication. Only the following outcome types are taken into account: B, C, J, S, D, V, P, A, p, a, k, m, n, u, j, b, c, d, e, i.

Conferences and academic forums

☒ Theoretical training

Credits gained, grade average and percentile

Credits gained	Grade average	Percentile
237	1,26 (Weighted average - All Grades)	25% of students in the programme have the same or worse grade average.

Courses enrolled in

Internships and international cooperation

The student has been instructed to enter information on his/her stays into the System. Once he/she has done so, it will get displayed here.

No stay available.

Pedagogical competencies

Language competencies

**Fulfillment of key obligations**

- Doctoral thesis
- Publication activities
- Conferences and academic forums
- ☒ Theoretical training
- Internships and international cooperation
- Pedagogical competencies
- Language competencies
- Transferable skills and career development
- Doctoral state examination



## IF YOU ARE NOT FAMILIAR WITH THE TECHNICAL SETTINGS

- ✓ Ask the faculty IS-technician for the correct procedure.
- ✓ If you find an error/bug or a non-functional part of the agenda, write to [istech@mail.muni.cz](mailto:istech@mail.muni.cz).

## IF YOU ARE CONFUSED ABOUT THE CORRECT WAY TO GO THROUGH YOUR DOCTORAL STUDIES

- ✓ Look in the [Study and Examination Regulations](#) or their [interpretation](#)
  - ✓ Communicate with the office responsible for doctoral studies at your faculty.
  - ✓ Contact your supervisor.
- 
- ✓ If you cannot find the information you need anywhere, please contact the Centre for Doctoral Studies and Academic Affairs of the RMU Research Office, which guarantees doctoral studies at MU: [phd@rect.muni.cz](mailto:phd@rect.muni.cz).